

~~CONFIDENTIAL~~

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 14 May 1958

FROM : Chief, Intelligence Production Faculty

SUBJECT: Weekly Activities Report No. 19  
7 May - 13 May 1958

## I. SIGNIFICANT ITEMS

Nothing to report.

## II. OTHER ACTIVITIES

A. During the past week [ ] has had a series of meetings with [ ] TLO/OCR, and supervisors of the machine components of OCR to discuss a proposed training program for OCR machine operators.

25X1

25X1  
25X1

25)

B. On Tuesday, 13 May, [ ] met with [ ] Executive Officer of OSI, and Mr. [ ] TLO/OSI, to discuss setting up a training program for OSI.

25)

C. During the past week [ ] began work on the details of a training program for the Materials Division of ORR. *Using elements already offered by OTR: an outline of the training sequence each*

D. On Wednesday, 14 May, [ ] participated in a surveillance project for the Operations Support staff. [ ]

E. On Thursday, 8 May, [ ] went to TSS to gather information to use in a training aid on intelligence research techniques which he will be writing this summer.

25X1

*analyst should receive.*

25X1

F. [ ] has asked the Library to purchase ten copies of the workbook, Efficient Reading, by James Brown, to lend to people who wish to improve their reading but who are unable to take the Reading Techniques Course. As a result of the article, "Improve your Reading Skills," which appeared in the April OTR Bulletin, both the Reading Lab and the Library have received many requests for the article and for the workbook.

CONFIDENTIAL

III. PERSONNEL NOTES

A. On Friday, 9 May, [redacted] completed the Basic  
Supervision Course.

25X  
25

Sue found an occasion

last week to tell me how happy  
she is in her job now. Bob [redacted]  
who approves of her present  
performance, deserves full  
credit for a very fine super-  
visory performance. JF

CONFIDENTIAL